

# Adminware™ for Continuing Education

All encompassing Windows-based (Microsoft Access) database  
to meet the needs of any size of Continuing Education department

**Adminware™ for Continuing Education**

© 1989–2000, 2002 by D. Robin Harris  
Adminware Corporation

Printed in Canada

Second Edition (Windows): November 2002

This document prepared with WordPerfect® 8 for Windows

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form by any means, electronic or mechanical, including photocopying, without the prior written permission of the author.

Permission is given for brief excerpts to be used for the purpose of reviewing this publication in newspapers, magazines or periodicals, provided the source of the material used is acknowledged.



Adminware™ for Continuing Education is an all-encompassing database that meets the needs of Continuing Education departments.

The database consists of several modules:

- ▶ Student enrollment
- ▶ Course offerings
- ▶ Teachers
- ▶ School facilities
- ▶ Permanent Mailing List
- ▶ coded Look-Up tables
- ▶ System and User configuration (including security)

Program requirement:

This Adminware™ program is a customized Access 2000/2002 application. As such, Access 2000 or Access 2002 is required — Access comes with the Microsoft Office Professional suite of programs. All of the forms (screens) have been designed at a resolution of 800x600 on a 17" monitor.

The program will work in Windows 95/98/ME/2000 and with a Microsoft NT server.

## Table of Contents

Table Relationships . . . . .	2	Today's Classes . . . . .	17
Main Switchboard . . . . .	4	Calendar . . . . .	18
Students . . . . .	5	Edit/Save/Lock . . . . .	18
Courses . . . . .	10	Look-Up Tables . . . . .	19
Teachers . . . . .	13	Users . . . . .	19
Mailing List . . . . .	15	Keystrokes . . . . .	20
Schools . . . . .	16		

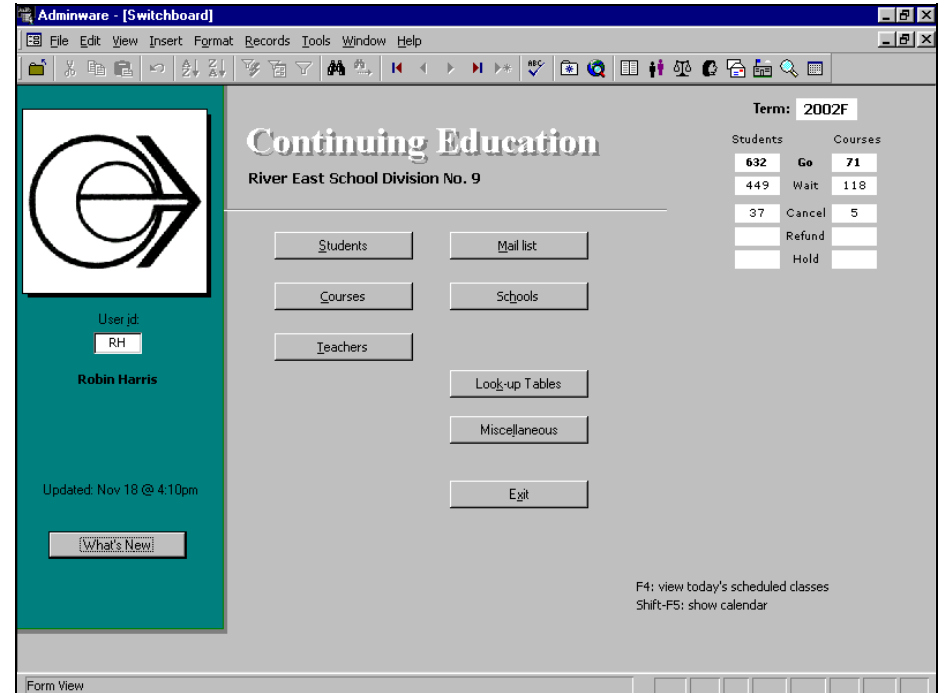


Figure 2 Main Switchboard

- ▶ provides access to the various modules
- ▶ user id is used to determine availability to modules/features depending upon security level
- ▶ switch modules via command buttons on the Main Switchboard or via buttons on the ACToolbar



## Students

The screenshot shows the 'Adminware - [Students]' window. The top section contains student demographics: Std Id (3928), Last name (Harris), First name (Robin), Address (770 Inkster Blvd), City (ST. PIERRE), Prov (MB), PCode (R2W 0L5), Phone (204-586-3147), Business (306-586-3226), Ext (4738), Birth date, Email (rharris@adminware.ca), and Mail Status (E). Below this is a section for 'Current (2002F) courses' and 'Past (all) courses'. The 'Current (2002F) courses' section shows a table with columns: Crsid, CrsId, Status, Enroll, School, Start, Time, Hours, Crs \$, GST \$, Due \$, and Book \$. The table contains one row for CrsId FA05, Status G, Enroll, School Kildonan East, Start Wed, Sep 25/02 (P), Time 7:00-10:00, Hours 3/session Weeks: 6, Crs \$ 140.19, GST \$ 9.81, Due \$ 150.00, and Book \$ 0.00. The 'Past (all) courses' section shows a table with columns: PayDate, PayCa, PayTy, Amount, and RetNo. The table contains one row for PayDate 17-Oct-02, PayCa T, PayTy VS, Amount 125.00, and RetNo 83658. The bottom section shows a 'Record' list with columns: Record, Crsid, Go, Wait, Cancel, Refund, and Hold. The record list contains one row for Crsid FA05, Go 14, Wait 10, Cancel, Refund, and Hold. The status bar shows 'Ready'.

Figure 4 Students

- ▶ top portion is student demographics. One entry *for life*.
- ▶ bottom portion consists of two tabs:
  - \* current term's course(s)
  - \* past (all) courses ever taken
- ▶ current term's courses include unlimited number with unlimited fee transactions per course. Various look-up values include course details and 'live' enrollment counts.
- ▶ double-click on course id *jumps* to course screen
- ▶ unlimited fees per course

## Add a new student

The screenshot shows the 'Add a new student' dialog box. It contains fields for Last name (Harris), First name (Robin), Address (770 Inkster Blvd), City (WINNIPEG), Prov (MB), PCode (R2G 0L5), Phone (586-3147), Business (586-3226), Ext, Birth date, and E-mail (rharris@adminware.ca). There are also fields for Enrol in (2002F), Crsid (FA05), Status (G), Go (10), Crs max (14), Wait (0), Available (4), BillTo, How (P), Src (B), FeeType, and Comment. The 'ACCESS 2000: BASIC CONCEPTS' course is listed with details: School: KILDONAN EAST, Crs \$ 140.19, Start: Wed, Sep 25/02 (P), GST \$ 9.81, Time: 7:00-10:00, Reg Due \$ 150.00, Hours: 3/session Weeks: 6, Book \$ 0.00. The status bar shows 'Ready'.

Figure 5 Add a new student dialog

- ▶ popup dialog box used to add/enroll a new student
- ▶ various duplicate checking and data integrity verification is done at this initial stage in an attempt to track all courses ever taken by a student.

## Enroll a student

- ▶ enroll an existing student into another course
- ▶ various course enrollment checks are performed to stop overbooking

The screenshot shows the 'Enroll a student' dialog box. It contains fields for Student (Robin Harris), Enrol in (2002F), Crsid (FA13), Status (G), Go (11), Crs max (14), Wait (0), Available (3), BillTo, How (W), Src (F), FeeType (SC), and Comment. The 'BASIC WEB DESIGN USING FRONTPAGE' course is listed with details: School: KILDONAN EAST, Crs \$ 51.40, Start: Tue, Oct 8/02, GST \$ 3.60, Time: 7:00-9:30, Reg Due \$ 55.00, Hours: 2.5/session Weeks: 3, Book \$ 0.00. The status bar shows 'Ready'.

Figure 6 Enroll a student dialog

## Move a student

- used to 'move' a student's data to another (same!) student

Figure 7 'Move' a student dialog

## Delete a student

Figure 8 Delete a Student / Course dialog

- dialog box used to check the ability to delete a student and/or course

## Student Reporting

Figure 9 Student Report Criteria/Reporting dialog

- several report types available
- additional options, sorting, and criteria options vary depending upon selected report type
- the Status (any) criteria allows you to choose a random group of Status codes: Shift-Click for a range; Ctrl-Click for individual codes

## Preview reports:

Figure 10 Divisional student listing

Figure 11 Class attendance register

Figure 12 Labels (3 col x 10 row)

Figure 13 Receipt (computer generated)

## Receipts

- ▶ various options to print different types of receipts
- ▶ ability to generate duplicate receipts

Figure 14 Tax Receipt dialog

## Courses

Figure 15 Courses

- ▶ bottom half of screen has 4 tabs:
  - \* course details
  - \* description/brochure
  - \* 'live' student list
  - \* detailed meeting dates

- ▶ double-click on teacher *jumps* to teacher screen

Figure 16 Student list

Figure 17 Course Meeting dates

- ▶ double-click on student's last name *jumps* to student screen

## Course Reporting

Figure 18 Course report criteria

- ▶ several report types available
- ▶ additional options, sorting, and criteria options vary depending upon selected report type
- ▶ the Status (any) criteria allows you to choose a random group of Status codes: Shift-Click for a range; Ctrl-Click for individual codes

## Course report previews:

Figure 19 Course List

Figure 20 School Use (list)

## Teachers

Figure 21 Teacher

- ▶ bottom of half of screen has 5 tabs:
  - \* payroll
  - \* current term's courses taught
  - \* detailed current term's meeting dates
  - \* all courses ever taught
  - \* other course interests

Crslid	Title	DateStart	Weeks	School	Stat
FA05	ACCESS 2000: BASIC CONCEPTS	25-Sep-02	6	KE	G
FA13	BASIC WEB DESIGN USING FRONTPAGE	08-Oct-02	3	KE	G

Figure 22 Current term's courses taught by teacher

▶ double-click on course id to jump to course screen

## Teacher Reporting

Figure 23 Teacher report criteria

- ▶ several report types available
- ▶ additional options, sorting, and criteria options vary depending upon selected report type
- ▶ the 'group' criteria allows you to choose a random group of teachers: Shift-Click for a range; Ctrl-Click for individuals

TchlId	Lastname	Firstname	Phone	Work	Start	End	Time	Loc	Room	Facility
AND J	ANDRE JONCH	JANETTE	688-3615		15-Sep-02	24-Jun-03	6:45-9:15	WH		COMPUTE
AND J	ANDRE JONCH	JANETTE	688-3615		14-Sep-02	25-Jun-03	9:15 AM-11:45	WH		COMPUTE
AUGUS	AUGUST	SHARON			10-Sep-02	20-Nov-02	6:00-7:30	MC		GYM
EC10	YOUNG FOR BEGINNERS				10-Sep-02	20-Nov-02	7:45-9:15	MC		GYM
EC11	YOUNG FOR CONTINUING BEGINNERS				10-Sep-02	21-Nov-02	1:00-2:30	MC		GYM
DARI	DARIN	BADINE	622-2108		10-Sep-02	10-Nov-02	7:00-8:00	CP		GYM
F104	STEP AEROBICS				14-Sep-02	14-Nov-02	7:15-8:15	WT		GYM
F106	TAKING'S WORKOUT				14-Sep-02	14-Nov-02	7:15-8:15	WT		GYM
BAL J	BALIKAS	OLLIE	238-9423		24-Sep-02	24-Sep-02	7:00-8:00	CP		H4 EC
F104	OFFERS FROM THE HTC-4EN				13-Nov-02	13-Nov-02	7:00-8:00	CP		H4 EC
F105	HORS'D'OEUVRES FOR ENTERTAINING				13-Nov-02	13-Nov-02	7:00-8:00	CP		H4 EC
F106	STRAWBERRY & PINE PATTY MUFFIN				13-Nov-02	13-Nov-02	7:00-8:00	CP		H4 EC
F107	A BOX OF SCUP				23-Nov-02	23-Nov-02	10:30 AM-1:00	CP		H4 EC

Figure 24 Teacher course listing

### ► Permanent Mailing List

Adminware - [Permanent Mailing List]

File Edit View Insert Format Records Tools Window Help

Save

Report

Last name PEACHELL

First name MR. L

Mar Stat

Company BIRDS HILL SCHOOL

Position PRINCIPAL

Address 3950 RALEIGH ST

City BIRDS HILL Prov MB

PCode ROE OH0

Phone 663-7669

Term added

Fax -

Mail list type S

Email

Qty brochures req'd 0

Record: 7 of 314

First Name

### Figure 25 Permanent Mailing List

## ► Schools

**Adminware - [Schools]**

File Edit View Insert Format Records Tools Window Help

Code  Save

School

Address  Report

City  Prov

PCode

Phone  Email  Email

Contact  Website

---

**Current Term (2002F) Usage School Facilities**

Room	Facility	Crsld	Title	DateStart	Time	Tchld
	WOOD SHOP	FF02	CABINETMAKING & FURNITURE BUIL	18-Sep-02	7:00-9:30	DEBO
	WOOD SHOP	FF03	CABINETMAKING & FURNITURE BUIL	09-Oct-02	6:45-9:45	DEBO
	WOOD SHOP	FM09	CARPENTRY 41G	06-Sep-02	8:30 A.M.-10:30	UNRA
	WOOD SHOP	FM22	CARPENTRY 41G	13-Sep-02	6:45-9:15	LOEA
	WOOD SHOP	FM22X	CARPENTRY 41G	14-Sep-02	9:15 A.M.-11:45	LOEA
121		FM21	SOFTWARE APPLICATIONS 30S	10-Sep-02	7:00-9:30	WILJ
162	COMPUTER LAB	FA13	BASIC WEB DESIGN USING FRONTP	08-Oct-02	7:00-9:30	HARR
203		FM15	ENGLISH 40S CORE TRANS	09-Sep-02	7:00-9:30	HUNK

Record: 1 of 35

### Figure 28 Schools

- ▶ bottom half of screen has 2 tabs:
  - \* current term's usage (course listing)
  - \* school facilities available at this school

Mail List Report Criteria

Report Type

☒ Summary

☐ Detail

Range

Between 10/1/2000 and 10/31/2000

Interval

Day 20

Mail type

All

Print run

☒ List

☐ Print from 0 to 100

☐ Continuous (D-50)

Sort

☒ Last name

☐ Mailbox name

☐ Email body name

☐ Company

Print

### Figure 26 Mailing List Report Criteria

Full name	Company / Position	Address / City / Email	Ph/Fax	Notes / Form
ALICE, Mrs HELEN	KEVIN FAMILY AND CHILD SERV	46 ST JOHN ST WIMBORNE, WILTS, BA3 2JH		WMB3
ARMSTRONG, REVEREND D	CHURCH OF THE NAZARETH	24 HEDGECROFT RD WIMBORNE, WILTS, BA3 2JH	866217	Ch/Chk
ATT, PAUL	LAYMAN, CONSTRUCTION CO	85 DUNSTON RD WIMBORNE, WILTS, BA3 2DS		Bu/ask FMS
ATT, VIOLETTA	CLOTHING PROJECTS FOR W	96 ST JOHN ST WIMBORNE, WILTS, BA3 2JH		Ch/Chk FMS
DANIEL, MRS. O.	LYDSELD, O.D. #1 SUPERINTENDENT	202 MEDCOTT ST SEAFIELD, MD, BA3 2CB	475640	
DARWIN, MARYLON		27 SHOOTHOTT RD WIMBORNE, WILTS, BA3 2NE	466212	Ch/Chk DSH
DATNES, Mrs. EVAN	THORNTON & BROWNFIELD LTD	118 COLFORD ST WIMBORNE, WILTS, BA3 2BT	22-4271	
DARF, JAMES	WORKERS COMPENSATION CO	202 MAIN ST WIMBORNE, WILTS, BA3 2JH		Serv/ask FMS
BAE, LITTLE RON	WIMBORNE TOWN CENTRE	62 MANA, CREEK		Cond/ask FMS

Figure 27 Summary list

Current Term (2002F) Usage		School Facilities	
	Room	FType	Capacity
▶	GYM	G	250
	HMEC	H	50
	THEAT	T	250
	g	C	35
	WOODS	P	75
*			
Record: ◀ ◻ ▶ ▶▶ ▶▶▶			

### Figure 29 School facilities

### School Report Criteria

Report Type

- ☒ All records
- ☐ Current term (2007) range
- ☐ Pastures

Criteria

☒ All records
 ☐ School code
 ☐ School name

### Figure 30 School Report Criteria



## Today's Classes (F4)

Sch	Course	Teacher	Room	Stat	Time
ATHLONE SCHOOL	AT FFT5 PILATES	COLLINS, PAULETTE	G		5:00 - 6:00
BANMATYME SCHOOL	BA FFT14 TAOIST TAI CHI - The 1st Section	TAI CHI ASSOC.,	G		7:00 - 8:00
JOHN TAYLOR SCHOOL	JT FC014 M/S OFFICE - PRODUCTIVITY SKILLS	WENTZ, SHANNON	G		7:00 - 10:00
JAMESWOOD SCHOOL	JW FCA29 TAXICAB DRIVER TRAINING - EVENING	FUGLER, BILL	G		5:30 - 9:30
STURGEON CREEK COLL.	SC FCA18 >CONFLICT RESOLUTION	CONNELL, DAVE	G		7:00 - 10:00
SC	FCA2 PILOT TRAINING GROUND SCHOOL - PRI	FLYING, COLOURS	G		6:30 - 9:30
SC	FCA25 OFFICE PROCEDURES - (SECRETARIAL C	BAYRAK, MARILYN	G		6:30 - 9:30
SC	FCA27 >VETERINARY HOSPITAL/OFFICE ASST. T	PELECHATY, KAREN	G		9:00 - 2:00
SC	FCA27 >VETERINARY HOSPITAL/OFFICE ASST. T	LINDSAY, BRANDY	G		9:00 - 2:00
SC	FCA7 DENTAL OFFICE ADMINISTRATOR	HABIB, VERONICA	G		6:30 - 9:30
SC	FD020 >CREAMS, LOTION & BATH PRODUCTS	PATON, TANNIS	G		6:30 - 9:30

Form View

Figure 31 Classes Scheduled 'Today'

- press F4 from anywhere to view classes scheduled to meet today
- change date from drop-down list or previous/next days/weeks or via pop-up calendar

## Calendar

Calendar displays different information depending upon how it was activated:

- Shift-F5 from anywhere displays standard calendar
- calendar from the Course Meeting Dates module highlights all course meeting dates (illustrated at right)
- calendar from the Teacher Meeting Dates module highlights all teacher meeting dates
- holidays displayed in green; course/teacher meeting dates highlighted in blue; today's date appears as 'button'
- view previous/next month
- double-click on any date to view all courses scheduled to meet on that date (see image on previous page)

October 2002

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Close

CrsId: FA05

Figure 32 Calendar

## Edit/Saved records

As soon as you begin typing in a field in a record, that record is locked and editing begins. The icon in the left hand bar (called the *record selector*) on the form changes from a black triangle to a pencil. As long as the pencil icon is present, the data for this record has *not* been saved — moving to another record or clicking the Save button on the *form* will save the data.

Std Id  
Last nam  
First nam  
Address

Figure 33  
Saved record

Std Id  
Last nam  
First nam  
Address

Figure 34  
Edited record

Std Id  
Last nam  
First nam  
Address

Figure 35  
Locked record

## Look-Up Tables

User-defined coded look-up tables used by the various drop-down lists throughout the program.

- each 'radio' button displays a different table for user-defined adding/editing

Figure 36 Coded Look-up Tables

## Users

- define options and security levels for each program user

Figure 37 Users

## Keystrokes

Standard Access keystrokes	
Tab	move forward from field to field (Shift-Tab to move backwards)
Shift-F2	'zoom'/view all contents of current field
F5	refresh screen
F7	spell check (should <i>select</i> desired text <i>first</i> )
F8	extend select
F9	refresh list/combo box
Shift-F9	requery underlying tables
Ctrl-F	find (in virtually any field on a 'main' form)
Ctrl-;	Today's date

Don't forget to use the *Alt-keystroke* shortcut keys as well!. For example, Alt-S from any input form will select the Save button; Alt-R will invoke the Report module; Alt-W will pull-down the Window menu (useful to switch between any open modules).

Figure 38 Standard Access Find dialog box

## What's New?

These are features/new items found in the Windows version of *Adminware™* versus those found in the DOS version:

### Students

- ▶ one student, all courses grouped together
- ▶ new fields: mail status, e-mail, cell phone
- ▶ more how and source codes

### Courses

- ▶ option to display all previous courses or specific term
- ▶ new field: minimum for a Go

### Fees

- ▶ unlimited fees per course
- ▶ new fields: category, reference, exp date

### Teachers

- ▶ all previous courses taught available
- ▶ new field: e-mail, cell phone
- ▶ new course interest table

### Mail List

- ▶ new fields: mail status, e-mail, cell phone, website URL

### School

- ▶ new fields: e-mail, website URL

### General

- ▶ multiple forms (modules) open at the same time
- ▶ e-mail buttons from student, teacher, and mail list invoke e-mail program
- ▶ print preview of all reports
- ▶ reports can print images
- ▶ reporting: multiple criteria options available
- ▶ cut and paste between any other Windows application

## About Adminware Corporation

Adminware is a Manitoba-based computer consulting company owned by Robin Harris. Robin has been supplying customized database solutions since 1986. Initially this was done in the DOS environment using dBase as the underlying database structure. Since 1999, this database work has been done in Microsoft Access.

In addition to providing customized Microsoft Access database solutions, Robin develops websites and provides computer courses in WordPerfect, Access, FrontPage, and Outlook 2000.

Other database applications that Adminware has created include *The Church Executive™*, non-profit solutions, and administrative analysis tools for school divisions. Some of Adminware's clients with customized database solutions include:

- International Wildlife Adventures (tours to Churchill and beyond)
- St. James-Assiniboia School Division (marks analysis)
- Seven Oaks School Division (journal/periodicals)
- The Variety Club of Manitoba
- The Manitoba Lung Association
- Saskatoon Stamp Centre

As well, Robin is very prominent in the world of Canadian philately:

- he has published seven books devoted to the modern-era stamps of Canada
- he is the webmaster for The Royal Philatelic Society of Canada
- his award-winning website contains specialized information devoted to the stamps of Canada, USA, and the Great Britain 'Machins'
- he is currently the editor of the *Corgi Times*, a bi-monthly journal of the Elizabethan II Study Group (specializing in the stamps of Canada issued during the reign of Queen Elizabeth II)